

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Abandoned Property Technician
Position Number:	58106517
Division:	Citizen Services and Resource Management
Grade/Salary:	10/\$10.33 - \$12.43/hr DOQ
Type of Employment:	Temporary/Full-time
Location:	Helena
Union:	No
Supplement:	No
Hiring Supervisor:	Rochelle Stewart
Closing Date:	September 29, 2006

Role Summary and Duties: Entering, updating and the maintenance of reports and information into the abandoned property into database. Contact for internal and external customers to determine needs and resolve problems. Assist external customers with requests for information regarding abandoned property, including generating claim forms and reviewing completed claim forms. Notify owner when additional information is required or claim has been denied. Conduct research and analysis to resolve customer inquiries by interviewing customers and gathering multiple and appropriate facts. Conduct research related to the accuracy of the database information. Monitor and update database with holder information, owner requests for claims and refunds issued to owners. Resolve discrepancies regarding information provided by holders and or owners and the database. Responsible for compliance with statutes and regulations. Assist owners of abandoned property in filing claims for property that has been remitted to Montana as abandoned.

Competencies: Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions and results. Follow issues through to completion. Ability to work under pressure and to work in an office setting with noise distractions. Ability to spend a considerable time at a computer terminal. Demonstrate good organization skills. Ability to multi-task. Ability to provide timely and effective written, oral and interpersonal communication. Knowledge and skill of word processing, spreadsheet, database and software applications/programs. Knowledge and ability in conflict resolution techniques. Strong analytical and research skills.

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation; post-secondary coursework in business administration; experience in customer service. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability

that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered. Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.